



SAFE AT SCHOOL PLAN

For Students and Employees

Procedures and Guidelines for Returning to On-Campus Learning - Phase 1

Effective Date: September 8, 2020

Interim Guidance - these guidelines will be revised and updated when new data and health guidance from our state and local health agencies emerges.

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine or medication for COVID-19 or its related illnesses (“COVID-19”). COVID-19 is associated with a serious and potentially deadly condition called Multisystem Inflammatory Syndrome in Children (MIS-C). COVID-19’s highly contagious nature means that exposure to others or contact with surfaces that have been exposed to the virus can lead to infection. Individuals who have COVID-19 may not show any symptoms, even if they are contagious. It is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. For more information on COVID-19, visit the websites of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) or the California Department of Public Health (<https://covid19.ca.gov/>).

The Prentice School has implemented safety guidelines and precautions in order to mitigate the spread of COVID-19. Please review the following guidelines to help ensure we are doing all that we can to keep our community safe and healthy.

General Measures

- Guidance from state agencies will be regularly reviewed for the most updated guidelines related to COVID-19. The school’s COVID-19 prevention and response plan will be updated accordingly and regularly evaluated for proper implementation.
- All employees will be informed of and trained on the school’s Safe at Prentice Plan.
- All employees must complete the following mandatory HR training prior to returning to campus:
 - Coronavirus Awareness
 - Coronavirus: Cleaning and Disinfecting your Workplace
 - Coronavirus: Managing Stress and Anxiety
- All Prentice families will be given a copy of the school’s Safe and Prentice plan and acknowledge that they have read and understand its contents.
- All staff and students who are sick or who have recently had close contact with COVID-19 are highly encouraged to stay home.

Morning Drop Off:

- Each morning, parent/guardian is required to fill out the online student health screening prior to arriving on campus.



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- Students are allowed to be dropped off daily between 7:45am and 8:05am.
- Please follow the directional signage to your designated drop off area.
 - Grades 1-5 drop off at the **Blue** gate.
 - Grades 6-8 drop off at the **Green** gate.
- Once there, please stay in your car until a staff member approaches to confirm the daily health screening has been completed and to take the student's temperature.
- Students will **not** be permitted to enter the campus and proceed to their classroom if the student has experienced any of the following in the past 24 hours:
 - A temperature of 100.4 degrees or higher
 - A cough or other respiratory symptoms are present
 - A sore throat and/or runny nose or congestion
 - Chills, muscle aches, loss of taste or smell
 - An uncharacteristic throbbing headache
 - Nausea, vomiting, or diarrhea
 - The student feels ill
 - The student has been exposed to someone with or under investigation for COVID-19 in the past 14 days
 - The student has tested positive for COVID-19 and is still exhibiting symptoms
- Students will be prompted to use hand sanitizer upon entering the school campus.
- Students and staff are required to wear face coverings (masks or gaiters) during drop off.
- All students will be prompted to wash their hands for 20 seconds with soap and water upon entering their classroom.
- If the student is late and arrives on campus after 8:07am, please park, stay in your car, and call Prentice's main line at 714-538-4511.
 - A Prentice employee will meet the student at the car to check their daily health screening and conduct a temperature reading.
- Parents/Guardians are not permitted to enter campus to walk their child to the classroom.

Pick Up:

- Students will be dismissed by pod at staggered times and locations.
- Students **MUST** be picked up at their assigned pick-up time.
- Please do not enter the pick-up lanes before your assigned pick-up time. Students will not be escorted to their pick-up queue until the start of their pick-up window. If you arrive early, please park on Esplanade across from the Esplanade Trail.
- Grades 1-5 will be picked up at the **Blue** gate
 - Grades 1-3 will be picked up from 2:50pm-3:00pm
 - Grades 4-5 will be picked up from 3:00pm-3:15pm
- Grades 6-8 will be picked up at Pick-Up Plaza (**Green** gate)



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- Grades 6 and RISE will be picked up from 3:00pm-3:10pm
- Grades 7-8 will be picked up from 3:10pm-3:20pm
- Cars follow directional signage to their designated pick up area.
- Students will sit/stand 6 feet apart while waiting for their car.
- Students and staff are required to wear face coverings during pick-up.
- Parents/Guardians must stay in their car for pick up.

Daily Health Screening - Employee

- Prior to coming to work each day, school employees will complete a daily self-check for symptoms using the provided online daily health screening checklist.
 - Employees should not come to work and notify the school immediately if they answer “yes” to any of the questions on the daily self-check health screener.
- Employees agree to daily on-site temperature readings.
- Employees will enter the campus through the main entrance and immediately go to the designated area for their temperature check (first office to the right of the reception desk).
- Employees will sanitize their hands upon entering the school and wash their hands with soap and water for 20 seconds upon entering their classroom.
- School employees will **not** be permitted access to the rest of the campus if the employee has experienced any of the following in the past 24 hours:
 - A temperature of 100.4 degrees or higher
 - A cough or other respiratory symptoms are present
 - A sore throat and/or runny nose or congestion
 - Chills, muscle aches, loss of taste or smell
 - An uncharacteristic throbbing headache
 - Nausea, vomiting, or diarrhea
 - The employee feels ill
 - The employee has been exposed to someone with or under investigation for COVID-19 in the past 14 days
 - The employee has tested positive for COVID-19 and is still exhibiting symptoms

Physical Distancing

- Classrooms will accommodate no more than 12 students at a time. This allows for student desks to be set 6 feet apart from one another.
 - For a significant portion of the school day, most students will be in classrooms of 4-8 students.
- Teachers will have a “teaching zone” at the front of the classroom that allows for a minimum of 6 feet of distance from the front of the classroom to the first row of student desks.



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- Students will remain at desks that are staggered and arranged 6 feet apart from peers. Individual student spaces will be marked on the floor with tape.
- Staff will give frequent verbal reminders for students to remain physically distanced from others.
- Physical distancing will be enforced, to the greatest extent possible, during recreation times and transition times.

Face Coverings

- When moving throughout the classroom or campus, **all** students and staff are required to wear face coverings (mask or gaiter).
- Students in grade 1 and 2 are encouraged but not required to wear a face covering when seated at their desk.
- Students in grades 3 and above will wear a face covering when seated at their desk.
- Parents - please send two face coverings per day with your child
 - Disposable face coverings will be available for any student in need.
 - Students will be prompted to wear a face covering when necessary.
- When a cloth face covering is temporarily removed, it will be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- Teachers and instructional staff are permitted to wear a face shield during instruction while they are stationed in their "teacher zone."
 - When a teacher or instructional staff member leaves the "teacher zone" they must wear a face mask under their shield or in place of their shield.
- Administrative staff will be directed to wear face coverings when on campus except when they are within the confines of their own office space.

Student Pods (Cohorting)

- To further mitigate the risk of exposure to COVID-19, each grade level will operate as a self-contained pod.
- Each pod will have their own marked and color-coded restrooms, lunch area and play area.
- Pods will have staggered recess and lunch times, drop off locations, pick up times and locations, and designated classroom spaces.
- Exposure to students in other pods and to faculty and staff members not assigned to the pod will be minimal.

Classroom Transitions

- Student transitions will be limited throughout the school day.
- Teachers will transition to students, when possible.
- When moving throughout campus, students and staff will follow the appropriate directional signage and wear a face mask or gaiter.



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- While moving throughout campus, students and staff will, to a reasonable extent, practice recommended physical distancing guidelines.
- Staff will prompt students to physically distance and wear face coverings during transition times.

Hygiene

- Teachers and instructional staff will teach and reinforce proper hand washing, avoiding contact with one's eyes, nose and mouth, and the appropriate way to cover coughs and sneezes (inside a tissue or their elbow).
- Teachers and instructional staff will prompt students to wash their hands with soap and water for 20 seconds upon entering a classroom.
- Hand sanitizer will also be available in the classroom setting. Teachers and instructional staff will prompt students to use hand sanitizer throughout the day.
 - Teachers and instructional staff will dispense the hand sanitizer for each student in the classroom.
- Teachers, instructional staff, and other employees are expected to wash and sanitize their hands throughout the day.
- When a student returns to the classroom after using the restroom, the teacher or instructional staff will prompt the student to wash his/her hands with soap and water for 20 seconds in the classroom sink.
- At the end of recess and lunch, teachers and instructional staff will prompt students to wash their hands with soap and water for 20 seconds in the classroom sink or a designated wash area.
- Multiple hand washing stations are available throughout the campus. These include in the classrooms, 4 student restrooms, and 6 additional outside wash stations.
- All available handwashing stations are noted on the Prentice foot traffic map.
- All handwashing stations have 20 second hand washing instructional signage.
- Hand sanitizing stations are noted on the Prentice foot traffic map and have signage.

Morning Recess and Lunch

- Teachers and instructional staff or other designated employees will supervise students having a snack and/or lunch at their desk or outside (2 students per table) while remaining physically distanced from others.
- Appropriate activities (independent or group) that allow for physical distancing will be available for students and monitored by teachers, instructional staff or designated employees.
- Students should use disposable bags for snacks and lunch.
- Sharing of food is not permitted.
- Tables used for snacks and/or lunch will be cleaned after each use and disinfected at the end of each day.



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- Nutrition and lunch times will be staggered based on student pods.
- Each student pod will have its own designated recess and lunch area outside.
- Student pods will be assigned separate playground equipment and their own playground structure (when permitted).
- The number of students allowed on play structures (*when permitted*) or engaging in certain games will be limited to encourage physical distancing during recess and lunch times.
 - When playground structures are permitted, parents can request that their child not be allowed on the play structures but instead engage in independent activities during recess and lunch.
- While outside and/or on the play equipment, students will be discouraged from congregating.
- Playground equipment and structures will be cleaned between each use and nightly.
- Students will be reminded to practice physical distancing (6 feet apart) during nutrition and lunch.
- Students will wear face coverings if they are not maintaining 6 feet of distance from others during recess and lunch time.
- At the end of recess and lunch, teachers and/or instructional staff will prompt students to wash their hands with soap and water for 20 seconds in the classroom sink or a designated wash area.

School Supplies and Personal Items (Minimizing Shared Items)

- Students will be given their own personal school supplies and supplies container(s).
- Students will not be permitted to share school supplies or classroom manipulatives with other students. This includes classroom library books.
- Students are permitted to bring a small backpack daily, which will be kept on an outside hook or in an individual storage bin outside of the classroom.
- Students are also permitted to bring a clearly marked, personal water bottle.
- Students are permitted to bring a sweatshirt or jacket.
- Other personal items, such as toys or stuffed animals, are not allowed at this time.
- PE equipment will be disinfected between each use.

Cleaning and Disinfection

- Teachers, instructional staff and students will thoroughly wipe down with approved cleaner all desks (teacher and student) and other surfaces at set times throughout the school day and at the end of the day.
 - Teachers will keep a record of daily surface cleaning on provided classroom clipboards.
- Custodial staff will clean surfaces with approved cleaner and disinfect each room with disinfecting fog at the end of each day.



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- Custodial staff will clean restrooms with approved cleaner throughout the school day. Restrooms will be cleaned and disinfected at the end of each day.
- Administration/office staff will wipe down their work areas with approved cleaner before leaving each day.
- Custodial staff will sanitize and disinfect the administration building each weeknight.
- Door handles and light switches throughout campus will be cleaned throughout the day and again each night. Teachers and instructional staff will open and close doors, when necessary, to eliminate the need for students to touch door handles.
- To reduce the risk of exposure, any area used by an individual who is suspected of having or is positive for COVID-19 will be closed for 24 hours and then disinfected appropriately.

Ventilation and Air Filters

- Teachers will leave classroom doors open for increased ventilation.
- Office doors will be kept open as much as possible for increased air circulation and ventilation.
- Each classroom is equipped with an air conditioning unit that pulls air in from outside, HEPA filters that are changed every 2 months, and portable air purifying units.

Handwashing / Hand Sanitizing Stations

- Multiple hand washing stations are available throughout the campus, including inside the classrooms, restrooms, and outdoor wash stations.
- There are 9 hand sanitizer stations throughout the school.
- All available handwashing and hand sanitizing stations will be noted on the Prentice foot traffic map.
- All handwashing stations will have 20 second hand washing instructional signage.
- Handwashing stations will be cleaned and disinfected throughout the day and each night.

Restrooms

- Restrooms will be designated based on the student's grade level:
 - Grades 1-3: Restrooms in the 100 Room only
 - Grades 4-5: Restrooms at the end of the 200 wing only
 - Grades 6: Keck restrooms only
 - Grades 7&8: Restrooms at the end of the 300 wing only
 - A gender neutral bathroom will be available in the Front Office
- All restrooms will be clearly marked so that grade levels are aware of what restrooms are available for them to use.
- Restrooms will be cleaned throughout the school day and disinfected each night.



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- Employees will use the employee restroom located by the staff lounge.

Live Virtual Classroom Option

- Students that have been exposed or infected with COVID-19 and are required to isolate at home will have the option of continuing to attend their classes via a daily live virtual classroom and the Prentice@Home remote learning platform.
- Students who are not comfortable returning to on-campus learning will have the option of continuing to attend their classes via a daily live virtual classroom and the Prentice@Home remote learning platform.

Positive Cases/Employees or Students Showing COVID-19 Symptoms

- If an employee exhibits signs of COVID-19 illness, they will be directed to go home or to a medical facility by administration.
- If a child exhibits signs of COVID-19 illness while on campus, that child will be required to wear a face covering and isolated in a room separate from other individuals and the adult/s designated for pick up will be immediately contacted and directed to pick up the child.
- Students/employees should stay home per CDC guidelines if they are sick, if they were exposed to someone with COVID-19, or if they have been in close contact with anyone under investigation of having COVID-19 for 14 days after last exposure.
- Employees and should families self-report to the school if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
- Local health officials will be notified immediately if there is a positive COVID-19 case on campus. The school will follow their guidance in determining next steps, including notification of employees and families and facility closure.
 - Exposed staff and families will be notified as relevant while maintaining confidentiality.
- If there is a positive case of COVID-19 on campus, the campus may be initially closed for 2-5 days to allow for local health officials to gain a better understanding of the COVID-19 situation impacting the school.
- To reduce the risk of exposure, any area used by an individual who is positive for COVID-19 will be closed off immediately and cleaned and disinfected after 24 hours. The areas may remain closed temporarily.

Identification, Testing and Tracing of Contacts:

- The Prentice School has designated Eric Lindmeier, Director of Communications and Growth, as the main COVID-19 contact for the OCHCA. He can be reached directly at (714) 786-3596 or elindmeier@prentice.org.



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	Student or Staff With:	Action:	Communication:
1.	COVID-19 Symptoms	<ul style="list-style-type: none"> ● Send home ● Recommend testing (If positive, see #3, if negative, see #4) ● School/classroom remain open 	No Action needed
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> ● Send home ● Quarantine for 14 days from last exposure ● Recommend testing (but will not shorten 14- day quarantine) ● School/classroom remain open 	Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> ● Notify the local public health department ● Isolate case and exclude from school for 10 days from symptom onset or test date ● Identify contacts (+), quarantine & exclude exposed contacts (likely entire cohort (++) for 14 days after the last date the case was present at school while infectious ● Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) ● Disinfection and cleaning of classroom and primary spaces where case spent significant time ● School remains open 	School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> ● May return to school 3 days after symptoms resolve ● School/classroom remain open 	Consider school community notification if prior awareness of testing



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- (†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.
- (††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.
- A spreadsheet of all exposed students and staff will be provided to the OCHCA.
- Staff will be tested for COVID-19 on a rotating schedule to detect asymptomatic infections.

Returning to Campus (*The Prentice School will refer to CDC guidelines*)

- The **student** cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:
 - At least 10 days have passed since student first began to exhibit symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea **AND** student has been free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines **AND** any respiratory symptoms student exhibited have improved.
 - Student was tested for COVID-19 after the student began exhibiting symptoms associated with COVID-19 and the test shows that the student is not infected with COVID-19. Parents must provide a copy of the viral (*i.e.*, non-antibody) test.
 - Student’s health care provider certifies that student is free from COVID-19. Parents must provide a copy of the health care provider’s note.
- The **employee** cannot return to work until the employee completes the Employee Certification to Return to Work by certifying to one or more of the following:
 - He or she certifies that at least 10 days have passed since the symptoms first appeared **AND** the employee has been free from fever without the use of fever-reducing medication for at least 3 days **AND** respiratory symptoms have improved
 - He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable); or
 - His or her health care provider provides the School with a note certifying that he or she is free from COVID-19.



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Triggers for Switching to Virtual Learning

- Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.
- Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. For example:
 - If two or more pods (cohorts) require mandatory or self-quarantine protocols, The Prentice School may shift all students to virtual classroom instruction or upon OCHCA recommendation based on the positive COVID-19 test results.
 - If 5 or more employees are quarantined, The Prentice School may shift to a virtual learning platform temporarily.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Schools may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with the local public health department

Communication Plans

- Email communication templates have been provided to The Prentice School by the school's legal representation. These templates sign with HIPAA and FERPA confidentiality requirements.
- COVID-19 related communications will be handled by the school's Director of Growth and Communications.
- The Prentice School will notify all employees and families who were potentially exposed to any individuals with COVID-19.
- Exposed staff, faculty or students would be notified of mandatory testing, quarantine and return to campus policies and requirements.